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Composition I

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Collin College

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COLLIN COLLEGE
COURSE SYLLABUS

Course Information

Course Number: ENGL 1301

Course Title: Composition I

Course Description: Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Lab required.

Course Credit Hours:	3
Lecture Hours:	3
Lab Hour:	1

Prerequisite: Meet TSI college-readiness standard for Reading and Writing; or equivalent

Student Learning Outcomes:

- **State Mandated Outcomes:** Upon successful completion of this course, students will:
 1. Demonstrate knowledge of individual and collaborative writing processes. (Teamwork, Communication Skills)
 2. Develop ideas with appropriate support and attribution. (Communication Skills)
 3. Write in a style appropriate to audience and purpose. (Communication Skills)
 4. Read, reflect, and respond critically to a variety of texts. (Critical Thinking)
 5. Use Edited American English in academic essays.
- **Additional Collin Outcome:** Upon successful completion of this course, students should be able to do the following:
 1. Demonstrate personal responsibility through the ethical use of intellectual property. (Personal Responsibility)

Withdrawal Policy: See the current *Collin Registration Guide* for last day to withdraw.

Last Day to Withdraw: 10/2

Repeating courses: Beginning Fall 2016, Texas residents attempting a course more than twice at Collin College are subject to regular tuition plus an additional \$50 per semester credit hour.

Undergraduate courses attempted at Collin College with a graded status of A, B, C, D, F, I, W (withdrawals after census), and AU (Audit) will be evaluated for repeat limits. Refer to the Collin College website for a complete list of courses exempt from the course repeat tuition and how to qualify for exemptions from the higher tuition rate. <https://www.collin.edu/gettingstarted/register/withdrawal.html>

Collin College Academic Policies: See the current *Collin Student Handbook*

Americans with Disabilities Act Statement: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

INSTRUCTOR INFORMATION

Instructor's Name: Dr. Marta Moore

Office Number: BB-214

Office Hours: On-Site Office Hours: Monday and Wednesday 1:30 to 3:45 PM and Tuesday and Thursday 3:45 to 4:15PM: You may visit me in my office on the Spring Creek campus, or you may call me for a telephone conference during these hours

Phone Number: 972-881-5821

Email: mmoore@collin.edu

Class Information:

Section Number: XW1

CRN: 15801

Meeting Times: Web

Meeting Location: Web

Minimum Technology Requirement:

Will be posted in Canvas

Minimum Student Skills:

You should know how to access a Web site when given an address, use the features of your Web browser, download files, attach files to emails, disable pop-up blockers, and use word processing software. If you do not have these skills, you can get assistance at the lab on campus, get help from a friend, or take this course in a classroom setting.

I DO NOT teach computer skills in this class

Netiquette Expectations:

Netiquette is a term coined specifically for Internet communication and is exactly what it sounds like: etiquette for the Net. I expect students to exhibit good manners based on respect and honesty. I insist on civility in our e-mail and Discussion Post conversations; however, this does not mean that we won't fundamentally disagree from time to time. All I ask is that you don't fall prey to insults, stereotypes, propaganda, or platitudes in your discussions. All opinions should be informed AND respected.

Course Resources:

Required Textbooks: Be sure to get the correct versions—use the ISBN number when you buy them—available at the Collin College bookstore

- *The Norton Field Guide to Writing with Readings and Handbook*, 4th ed. By Bullock, Goggin, and Weinberg ISBN 978-0-393-61739-9
- *Death in the Air: The True Story of a Serial Killer, The Great London Smog, and the Strangling of a City* by Kate Winkler Dawson ISBN:978-0-316-50686-1

Supplies: See “Minimum Technology Requirement” above

Attendance Policy:

Attendance in an online course is achieved when you log onto the course on a regular basis to participate in The Discussion Forum, grammar quizzes, and to submit writing assignments. **You should log on to the course to accomplish these tasks at least THREE times a week.** Failure to do so constitutes absence from the class. As with all college courses, absences usually result in a negative impact on student grades.

Religious Holy Days: Please refer to the current *Collin Student Handbook*.

Method of Evaluation:

Final grades for the semester are based on the following point system:

1. Essay # 1	200 points
2. Essay # 2	200 points
3. Essay # 3	200 points
4. Labs	200 points
5. Discussion Posts	200 points

Grading Scale:

A = 900 –1000 points

B = 800 – 899 points

C = 700 – 799 points

D = 600 – 699 points

F = Below 600 points

This online course is NOT self-paced. Assignments are due as announced—once the due date has passed, assignments will not be accepted into the system.

Online Discussion Posts: are formal writing assignments that are required for this course.

Discussion Post Participation: is required, and deadlines must be met for these assignments.

Evaluation Criteria for Discussion Post Assignments:

- Satisfactory completion of assignment by the deadline
- Demonstration of *excellent* knowledge and understanding of the assigned readings
- Responses that are tactful, respectful, insightful, and critical
- **Detailed, in-depth** posts that are at least **two paragraphs** in length
- Individual views, opinions, or thoughts must be supported by and connected to material from class readings and / or lectures—superficial conversation (“I volunteered there too,” “I took that course in high school,” etc.) does NOT satisfy assignment requirements
- Discussion Board grading criteria are located in the “**Discussion Post Evaluation**” item on the Course Content page

Labs: The lab component is an integral part of this writing course. Over the course of the semester, you will need to complete a series of lab assignments (provided in the appropriate weekly course modules). Labs are not the same as regular daily course work; they are instead, designed as additional writing-

focused activities that will help improve your writing throughout the term. During the semester, you will need to track and provide evidence that you have completed these lab assignments (lab assignment instructions are provided in the appropriate weekly modules in Canvas). **Sixteen units of lab work** are required for this class—each unit is equal to 12.5 points of credit toward the final grade in this class.

Collin College Academic Policies: See the current *Collin Student Handbook*

- **The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty.**
- Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, **plagiarism**, collusion, use of annotated texts or teacher's editions, use of information about exams posted on the Internet or electronic medium, and/or falsifying academic records.
- **Collin faculty are required to report alleged violations of scholastic dishonesty** to the Dean of Student Development, who then investigates the case, and renders an administrative decision.
- **Faculty are not allowed to assign a grade to the work in question** until the Dean of Student Development renders a decision
- **Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty from the office of the Dean of Student Development.**
- **Additionally, students found responsible for scholastic dishonesty will be assigned a penalty in this class that ranges from a grade of "F" on the assignment to a grade of "F" for the course**

Instructor Response and Availability:

- **Replies to e-mail and telephone messages will be made within 48 hours**
- **Essay assignments will be graded in *approximately* two weeks after submission**
- **Discussion Post grades will be posted at mid-term and at the end of the semester**

Assignment Schedule

1. **All essay assignments must be submitted in Canvas:**
2. Essay assignments must be uploaded (in Canvas) as **Microsoft Word attachments**.
3. Carefully review and follow ALL grading criteria as outlined in the individual Assignment Instructions (assignment requirements and guidelines)
4. **All assignments (essays and discussion posts) must be submitted by 11:00 PM on the due date.**
5. **Assignments sent via e-mail will NOT be accepted**

A note about submission of writing assignments: if you wait until the last minute to submit your writing assignments (10:55, 10:59, etc.) it is likely that the system will not accept it, as it does take a bit of time for your work to load into the system. **If you miss the submission deadline, you miss it (and the allotted points).** Please manage your time carefully, and allow yourself ample time to complete the writing and submission process--**I recommend that you wait no later than 10:30 PM to begin the submission process to insure there are no glitches.**

Please be mindful of the lab requirement for this course as you plan and organize your work throughout the semester. Reminders of due dates for labs are noted in this schedule. As with all assignments, labs are due BEFORE 11:00 PM on the due date.

Assignment Schedule:

Week 1 (Aug. 27-Sept. 2)

Read: Ch. 1 “Writing in Academic Context” Pp. 3-9

Read: Ch. 3: Summarizing and Responding” Pp. 33-44

Read: “The Reason College Costs More than You Think” Pp. 142-144

Read: Essay # 1 Instructions

Post to the “Introduce Yourself” discussion topic. Due on Wednesday, Aug. 29 BEFORE 11:00 PM

Lab # 1: Begin working on the Grammar Quizzes—all ten quizzes must be completed BEFORE 11:00 pm on Sunday, Oct. 14

Week 2 (Sept 4.-Sept. 9)

9/4 Census Day

Post to “Paraphrasing” discussion topic. Due on Wednesday, Sept. 5

Write: Essay # 1: Summary / Response due BEFORE 11:00 PM on Tuesday, Sept. 11

Week 3 (Sept. 10-16) Census Day: Monday, Sept. 10

Read: Ch. 12: “Reporting Information” Pp. 145-155

Read: “Throwing Like a Girl” Pp. 137-141

Read: Essay # 2 Instructions

Lab # 2: Library Online Research Orientation due BEFORE 11:00 PM on Wednesday, Sept. 12

Post to “Essay Structure” discussion topic. Due on Friday, Sept. 14

Week 4 (Sept. 17-23)

Read: Ch. 33: “Beginning and Ending” Pp. 331-343

Read: Ch. 34: “Guiding Your Reader” Pp. 344-349

Lab # 3 Library Database Tutorials due BEFORE 11:00 PM on Wednesday, Sept. 19

Post to “Essay # 2 Introduction” discussion topic. Due on Friday, Sept. 21

Week 5 (Sept. 24-Sept. 30)

Write: Essay # 2: Informational Report due BEFORE 11:00 PM on Monday, Oct. 1

Read: *Death in the Air: The True Story of a Serial Killer, the Great London Smog, and the Strangling of a City* by Kate Winkler Dawson

Post: to the “Problems in *Death in the Air*” Discussion topic. Due on Wed., Sept. 26 BEFORE 11:00 PM

Week 6 (Oct. 1-Oct. 7) Last Day to Withdraw: Monday, Oct. 1

Read: *Death in the Air* by Kate Winkler Dawson

Post: to the "Similarities and Differences Between Events Occurring Today and in the 1950s Presented in *Death in the Air*” Discussion topic. Due on Wed., Oct. 3, BEFORE 11:00 PM

Week 7 (Oct. 8-14)

Read: *Death in the Air*

Write: Essay # 3: *Death in the Air* Analysis due BEFORE 11:00 PM on Monday, Oct. 15

Week 8 (Oct. 15-21) Finals Week

Post: to the "Visual Arguments" Discussion topic. Due on Wed., Oct. 17 BEFORE 11:00 PM

Post: to the "Final Reflections" Discussion topic. Due on Fri., Oct. 19, BEFORE 11:00 PM

Essay # 3 will be graded during Finals Week

